

# Retention and Classification Report

**Agency:** Granite School District (Utah) (436)

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Salt Lake City, UT 84115  
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**Records Officer** Ben Horsley

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**AGENCY:** Granite School District (Utah)

**SERIES:** 23678

1

**TITLE:** Criterion referenced tests

**DATES:** 1993-

**ARRANGEMENT:** Alphabetical by grade, thereunder school and student's name

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records contain individual student scores for Criterion (CRT) and Stanford aptitude Test (SAT). These tests are given to students from the first through the eleventh grades. These listings are referred to by legal representatives for individuals and special education committees. They include grade, school name, student name, and individual test score.

**RETENTION:**

Retain 13 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then destroy.

**AGENCY:** Granite School District (Utah)

**SERIES:** 23678

**TITLE:** Criterion referenced tests

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Granite School District (Utah)

**SERIES:** 18694

3

**TITLE:** Elementary gifted tests

**DATES:**

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These tests are given to elementary students. They are used to determine eligibility and placement for elementary school gifted and talented programs. They include test score summary sheet, answer sheet (matrix analogy), parent survey, teacher survey, and school ranking of students tested.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 29.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the district.

**AGENCY:** Granite School District (Utah)

**SERIES:** 18694

**TITLE:** Elementary gifted tests

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Granite School District (Utah)

**SERIES:** 19011

3

**TITLE:** English as a Second Language (ESL) adult tests

**DATES:** 1982-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are tests given to adults with limited English language skills. They are used to determine eligibility for and placement into adult ESL programs. They include name, test date, score, placement, birthdate, and country of origin.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Granite School District (Utah)

**SERIES:** 19011

**TITLE:** English as a Second Language (ESL) adult tests

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Granite School District (Utah)

**SERIES:** 12505

3

**TITLE:** Personnel files

**DATES:**

**ARRANGEMENT:** Alphabetical by surname.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the personnel files for all certified and classified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule 94, Item 1.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until terminated and then transfer to State Records Center. Retain in State Records Center for 30 years and then destroy.

**APPRAISAL:**

Administrative

These records contain the complete work history of an individual while employed by the district and have legal value as documentation to verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.



**AGENCY:** Granite School District (Utah)

**SERIES:** 12505

**TITLE:** Personnel files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301(1)(b)

**AGENCY:** Granite School District (Utah)

**SERIES:** 25274

3

**TITLE:** Publications

**DATES:** 1914-

**ARRANGEMENT:** Alphabetical by type of publication, thereunder chronological by year.

**ANNUAL ACCUMULATION:  
DESCRIPTION:**

These are pamphlets, leaflets, studies, instruction manuals, proposals and similar material printed by or for the Granite School district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published. Types of publications include classroom instruction/curricula and then miscellaneous.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 24.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**AGENCY:** Granite School District (Utah)

**SERIES:** 25274

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Granite School District (Utah)

**SERIES:** 17419

4

**TITLE:** Special education student records

**DATES:** 1946-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by date of birth.

**ANNUAL ACCUMULATION:** 141.80 cubic feet.

**DESCRIPTION:**

These individual case files document students enrolled in the district's special education programs. They contain various reports and completed forms including learning disability assessment reports, approvals for continued services, completed tests and surveys, information on parents or guardians, and approval of placement in the Special Education Program.

**RETENTION:**

Retain until student reaches 27 years of age

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/1996

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after student no longer receives special ed. services and then transfer to State Records Center. Retain in State Records Center for 17 years or until student reaches age of 27 years and then destroy.

**AGENCY:** Granite School District (Utah)

**SERIES:** 17419

**TITLE:** Special education student records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the district and the recommendations of the State Office of Education. It also meets the legal requirements specified in 34 CFR 300.562 (1992).

**PRIMARY CLASSIFICATION:**

Exempt      34 CFR 300.562

**AGENCY:** Granite School District (Utah)

**SERIES:** 23619

1

**TITLE:** Stanford Achievement Tests individual scores lists

**DATES:**

**ARRANGEMENT:** Alphabetical by grade and school

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are lists of individual student scores for the Criterion Referenced Test (CRT) and the Stanford Achievement Test (SAT). Students in grades three to eleven are tested annually. These listings are used for reference purposes by legal representatives for individuals and special education committees. They include school name, grade, student's name and test scores.

**RETENTION:**

Retain 13 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**AGENCY:** Granite School District (Utah)

**SERIES:** 23619

**TITLE:** Stanford Achievement Tests individual scores lists

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Granite School District (Utah)

**SERIES:** 1292

3

**TITLE:** Student cumulative files

**DATES:** 1910-

**ARRANGEMENT:** Chronological, thereunder by student's name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These student files contain information on students attending school in the district. They are used to document student's attendance. They contain the copies of achievement test scores, the official transcript, copies of report cards, health records, and immunization cards.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

**AUTHORIZED:** 05/26/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.



**AGENCY:** Granite School District (Utah)

**SERIES:** 1292

**TITLE:** Student cumulative files

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99

**AGENCY:** Granite School District (Utah)

**SERIES:** 14443

3

**TITLE:** Student cumulative record

**DATES:** ca. 1930-

**ARRANGEMENT:** Chronological, thereunder alphabetical by class year

**ANNUAL ACCUMULATION:** 38.00 cubic feet.

**DESCRIPTION:**

Student's official transcripts (series 14442), copies of achievement test scores, report cards and health records on students attending school in the Granite School in the Granite School District, used to document performance and for reference.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after graduation or until the student's twenty-first birthday and then destroy provided the transcript has been pulled and retained.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the district.

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99 (2008)

**AGENCY:** Granite School District (Utah)

**SERIES:** 14442

4

**TITLE:** Student transcript

**DATES:** ca. 1907-

**ARRANGEMENT:** Chronological, thereunder alphabetical by student surname

**ANNUAL ACCUMULATION:** 60.00 cubic feet.

**DESCRIPTION:**

Official record of school attendance and high school graduation used to document graduation and to verify class attendance. Includes student name, address, birthdate, parents' names, high school classes and grades, graduation date, test scores, grade point average, and social security number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/1995

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical

This disposition is based on administrative and historical needs expressed by the district office.

**AGENCY:** Granite School District (Utah)

**SERIES:** 14442

**TITLE:** Student transcript

(continued)

**PRIMARY CLASSIFICATION:**

Exempt 34 CFR 99 (2008)